



THE MINNESOTA BOARD OF ACCOUNTANCY

BOARD MEMORANDUM

July 28, 2016

TO: All Board Members
Christopher Kaisershot, Assistant Attorney General

FROM: Gregory S. Steiner, CPA, Board Chair

SUBJECT: **July 28, 2016, BOARD MEETING MINUTES**
10:00 AM
GOLDEN RULE BUILDING, Suite 295 (2nd floor)

The Board held its regularly scheduled meeting on the above-mentioned date, time and location.

- 1) **CALL TO ORDER**
Attendance:
Gregory S. Steiner, CPA, Board Chair
Sharon A. Jensen, CPA
Christopher Omdahl, CPA
Lance Radziej, CPA
Charles Selcer, CPA (Absent)
Debra Thompson, CPA (Absent)
Scott Van Binsbergen, Public Member
Michael M. Vekich, CPA (Absent)
Alan J. Wilensky, Public Member

OTHERS:

Doreen Frost, Executive Director
Christopher Kaisershot, Assistant Attorney General
Andrea Barker, Rules Coordinator
Sara Datko, Complaint Specialist
Emma Hoche-Mathews, Complaint Specialist
Holly Salmela, Board Staff
Kay Weiss, Communications Specialist

GUESTS:

Geno Fragnito, Minnesota Society of Certified Public Accountants (MNCPA)
Bryan Mowry, Minnesota Association of Public Accountants (MAPA)
Linda Wedul, Minnesota Society of Certified Public Accountants (MNCPA)

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- 2) APPROVAL OF THE APRIL 26, 2016, BOARD MEETING MINUTES
 - A) **MSP: to approve the April 26, 2016, meeting minutes.**

- 3) COMPLAINT COMMITTEE REPORT (Sharon Jensen reported)
 The Complaint Committee requests a closed session to deal with disciplinary matters.
 - A) **MSP: To close session to address enforcement actions under Minnesota Statutes 214 (2014).**
 - B) **MSP: To reopen the meeting.** The Board issued the following Orders:
 - 1) In the Matter of Cindi Michelle Allrich, the Board issued a Stipulation and Consent Order and Order to Reinstate.
 - 2) In the Matter of Damon Edward Anderson, the Board issued a Stipulation and Consent Order and Order to Reinstate.
 - 3) In the Matter of Bauer & Hohlen, PC, the Board issued a Stipulation and Consent Order.
 - 4) In the Matter of April Elizabeth Huntsinger, the Board issued a Stipulation and Consent Order and Order to Reinstate.
 - 5) In the Matter of Shannon Marliese McGee, the Board issued a Stipulation and Consent Order and Order to Reinstate.
 - 6) In the Matter of Shelley Lynn Nelson, the Board issued a Stipulation and Consent Order and Order to Reinstate.
 - 7) In the Matter of Nicholas John Novak, the Board issued a Stipulation and Consent Order and Order to Reinstate.
 - 8) In the Matter of Jeff Robert Schneider, the Board issued a Stipulation and Consent Order and Order to Reinstate.
 - 9) In the Matter of Mary Elizabeth Schoen, the Board issued a Stipulation and Consent Order and Order to Reinstate.
 - 10) In the Matter of Regina Frances Wallraff, the Board issued a Stipulation and Consent Order and Order to Reinstate.

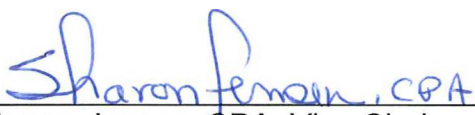
MP: To Approve and Adopt Committee recommendations.

- 4) EXECUTIVE COMMITTEE REPORT (Gregory S. Steiner, Board Chair)
 - A) Executive Committee will meet after the full Board meeting.
 - B) At the last Executive Committee meeting in April, strategic planning and the rulemaking process were discussed.

- 5) EXECUTIVE DIRECTOR'S REPORT (Doreen Frost, Executive Director)
 - A) Staff Update: Emma Hoche-Mathews has joined the staff as a Complaint Specialist.
 - B) Budget and Revenue Reports FY2016 – Discussed.
 - C) Budget and Revenue Reports FY2017
 - D) Board of Accountancy Small Agency Profile. It is a required component of the biennial budgeting process - Discussed.
 - E) Reminder that Board members' hours are needed for the Biennial Report.
 - F) An FAQ was added to Board website: The Board does not send notices of complaints or other confidential information via email.

- G) DOLI report of firms performing ERISA audits on Minnesota-headquartered company was just received. DOLI is now providing access to these reports annually. The Board will review the report to check that all were performed by Minnesota licensed firms.
- 6) EXAMINATION & CREDENTIALING COMMITTEE MEETING REPORT
(Sharon Jensen reported)
- A) Approved the applications of 106 Minnesota candidates, 13 transfer candidates, 15 reciprocal candidates, and 1 waiver of an exam section expiration.
- MP: To Approve and Adopt Committee recommendations.**
- 7) CONTINUING PROFESSIONAL EDUCATION COMMITTEE REPORT
(Alan Wilensky, Committee Chair)
- A) CPE Audit Report: The audit is 89% complete, with 25% of those completed having issues. The committee received 15 petitions for waiver from Board of Accountancy Rules; 4 were approved. 6 requests related to documentation were received; 3 were approved.
- B) MNCPA and MAPA's annual reports on CPE procedures and programs were reviewed and approved.
- MP: To Approve and Adopt Committee recommendations.**
- C) Strategic Planning Update—Progress on the CPE-related strategy was presented.
- 8) FIRM CREDENTIALING COMMITTEE REPORT
(Sharon Jensen, Committee Chair)
- A) Approved 5 Minnesota CPA firm permits.
- B) Approved 6 foreign CPA firm permits.
- C) Approved 2 RAP firm permits.
- D) Approved 2 name change requests.
- E) Approved 30 peer reviews; referred one to staff.
- MP: To Approve and Adopt Committee recommendations.**
- D) Strategic Planning Update—Progress on the Firm-related strategy was presented.
- 9) UNFINISHED BUSINESS
- A) None.
- 10) NEW BUSINESS
- A) NASBA Annual Meeting, October 30-November 2, 2016.
Authorization for attendance requested.
MSP: To authorize the attendance of four Board members and the Executive Director.
- C) NASBA Central Regional Meeting Report (By Attendees):
- 1) NASBA provided an update on their CPE Audit service/site.
 - 2) NASBA also provided an update on the implementation of the new CPA Exam (2Q 2017).

- 3) Proposed Peer Review Program changes from AICPA and concerns regarding Board member indemnity were discussed by the attending Boards.
 - D) CPA Exam Update: Extending Conditional Credit—NASBA is recommending Boards consider allowing an extension of the conditional credits of those candidates who will be impacted by a planned delay in score reporting for the 2Q 2017 window, when the revised CPA exam will launch.
MSP: To allow the extension of conditional credits as proposed by NASBA.
 - E) Administrative Rule Writing—Andrea Barker provided an overview of the rulemaking process and a status update on the current rules package under consideration.
 - F) NASBA Jurisdiction Reports: Testing Windows 2016 Q-2. (FYI only)
 - G) New Licensees Report.
MSP: To approve New Licenses Report.
 - H) AICPA Supplemental Discussion Paper on Evolution of Peer Review Administration—Held over for discussion at September Board meeting.
 - I) Affirmative Action Plan—Discussed. Applies to staff and to members when representing the Board.
- 11) PUBLIC COMMENT
- A) None
- 12) ADJOURNED: 11:55 a.m.
Next meeting is Friday, September 16, 2016 at 9:00 am.



Sharon Jensen, CPA, Vice Chair